Section 6 – How to Add a Category
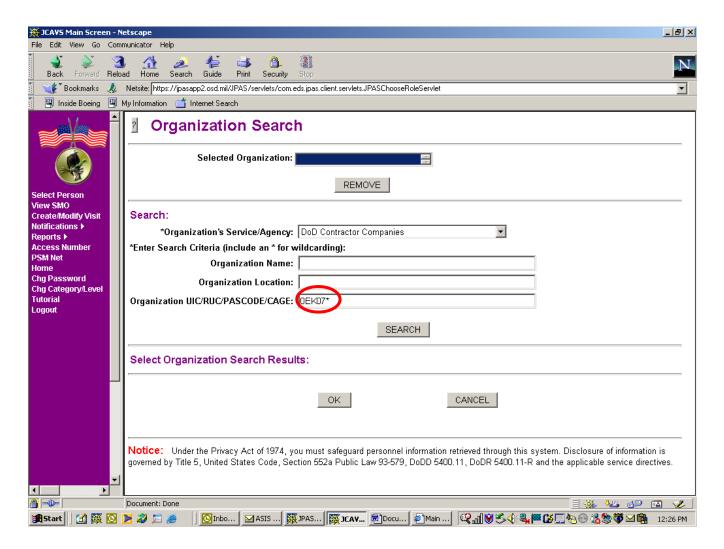
Introduction

If you want to add a record to your PSM Net, the first thing you need to ensure is that the record has the correct "category" that you want to add to your PSM Net. If the record does not have the correct "category," then you will need to add a new category to the person's record.
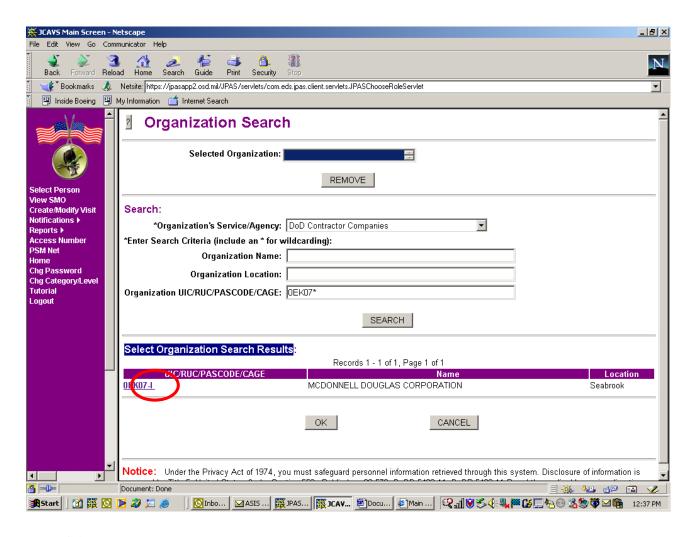
Instructions

1. **Log in** as a User**.**

2. **Click** on "Select Person" (Column on left).

3. **Enter** the person's SSN.

4. **Click** the "Display Maintain Person" radio button.

5. **Click** the gray "Display" button.

6. In the "Available Category Types" pull-down, make sure you choose the proper category. Examples: Red Cross, Civilian (Temporary, Seasonal Co-Op, Civilian Employee, Industry, etc...

7. **Click** "Add Category" button.

8. In the "Category Classification" pull-down, select one of the three options. (Note: Only required for Industry Categories only). In most cases you will select "Contractor" with the exception of an FSO where you will select "Key Management Personnel (KMP)." Other employees that are listed on your organization's KMP list must also be listed as a KMP in JPAS. Other new choices Assurance 1, Assurance 2

9. **Click** on the gray "Modify Organization" box.

10. In the "Organization's Service/Agency" pull-down box, scroll down until you reach the appropriate organization.

11. In the "Organization UIC/RUC/PASCODE/CODE" box, type in the organization code. **An asterisk (*) can be used for wild card searches when using 3 or more characters.**

12. **Click** the gray "Search" button.

13. Under "Select Organization Search Results" section, you should see the Organization code based on your search.

"Organization Search" screen (results)

14. **Click** on the appropriate organization code hyperlink. This will populate in the "Selected Organization" field.

15. **Click** on the gray "OK" button.

16. The organization code you selected should now be listed in the "Organization/Company/Agency" section.

Figure 21: "Maintain Person" screen (bottom)

Screen Print 4-3

17. **Click** on the gray "Save" button.

18. **Check** to see if the newly established code is displayed in the "Person Category" pull-down. If not, click on the pull down menu and highlight the newly established code.

Click on the "Person Summary" hyperlink at the bottom of the page.